

# INSTITUTE OF MUSEUM AND LIBRARY SERVICES

## MUSEUM PROFESSIONALS REVIEWER APPLICATION FORM

Please fill out the contact information and experience portion in the first section. Then, continue to the following sections, read the brief descriptions of each program, and, if you are interested in reviewing for that program, fill out the requested, program-specific information. You may apply for as many programs as you are interested in and qualified for.

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### SECTION 1: CONTACT/EXPERIENCE INFORMATION

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Shipping Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_  
(Indicate [W] or [H])

**Fax Number:** \_\_\_\_\_  
(Indicate [W] or [H])

**Highest Academic Degree:** \_\_\_\_\_

**Field of Study:** \_\_\_\_\_

1) Years of professional museum experience (if applicable): \_\_\_\_\_

2) Years of professional conservation experience (if applicable): \_\_\_\_\_

3) Years of professional library experience (if applicable): \_\_\_\_\_

4) Years of professional education experience (if applicable): \_\_\_\_\_

5) Years of professional experience in community organizations (if applicable) \_\_\_\_\_

Is this your first application to become a reviewer? \_\_\_\_\_

If not, for which program did you apply to or review for? \_\_\_\_\_

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## SECTION 2: PROGRAM-SPECIFIC INFORMATION

### ◆ GENERAL OPERATING SUPPORT:

General Operating Support (GOS) provides national recognition for museums of all sizes and disciplines that demonstrate the highest professional practices. Applicants demonstrate excellence in all areas of operations, including collections care, exhibitions, fundraising, and educational programs. These grants are awarded based on the overall strength and quality of the applicants. The grant period is for two years and applicants can apply for up to 15% of their most recent operating budget with a maximum of \$112,500. These funds are unrestricted and are to be used for ongoing institutional activities, such as hiring staff, purchasing materials and supplies, developing exhibitions and educational programs, and caring for collections.

Reviewers for this program must have at least five years of professional museum experience, be currently employed in a museum, and demonstrate broad knowledge of museum operations. Reviewers are assigned approximately 8 applications based on the discipline and budget category in which they have the most expertise.

**Disciplines in which you have the most professional museum experience in the last 5 years:**

1<sup>st</sup> Choice: \_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_

- |                                    |                             |                        |
|------------------------------------|-----------------------------|------------------------|
| 01. Aquarium                       | 05. General                 | 10. Planetarium        |
| 02. Arboretum/Botanical<br>Gardens | 06. Historic House/Site     | 11. Science/Technology |
| 03. Art                            | 07. History                 | 12. Zoo                |
| 04. Childrens/Youth                | 08. Natural History/ Anthro | 13. Specialized        |
|                                    | 09. Nature Center           | _____                  |

**Programmatic Expertise - Please check the box(es) that identify the area(s) of museum operations with which you are the most experienced:**

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Administration   | <input type="checkbox"/> Exhibition  | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Collections Care | <input type="checkbox"/> Facilities  | <input type="checkbox"/> Registration     |
| <input type="checkbox"/> Curation         | <input type="checkbox"/> Finance     | <input type="checkbox"/> Other            |
| <input type="checkbox"/> Education        | <input type="checkbox"/> Fundraising |   |

**Approximate Operating Budget for Your:** Current Museum \$\_\_\_\_\_

Previous Museum (in last 3 years) \$\_\_\_\_\_

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### ◆ CONSERVATION PROJECT SUPPORT:

The Conservation Project Support (CP) program awards grants to help museums preserve their collections so that future generations may share the treasures that are our artistic, historic and scientific heritage. CP is a two-year project grant that supports collection surveys, training in conservation, research in conservation, treatment of collections, and environmental improvements. Applicants may apply for up to \$50,000. There is a 1:1 match. CP applicants may also apply for up to \$10,000 in addition to develop and implement education programs to help educate the general public about their conservation project.

Reviewers must be actively involved in conservation, either as a conservator, an architect, or as a collections care professional, and have at least five years of professional experience. Reviewers are assigned approximately 7 applications based on the types of materials and projects in which they have the most expertise.

**For what disciplines of museums have you worked (if applicable)?**

1<sup>st</sup> Choice:\_\_\_\_ 2<sup>nd</sup> Choice\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_

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|------------------------------------|------------------------------|------------------------|
| 01. Aquarium                       | 05. General                  | 10. Planetarium        |
| 02. Arboretum/Botanical<br>Gardens | 06. Historic House/Site      | 11. Science/Technology |
| 03. Art                            | 07. History                  | 12. Zoo                |
| 04. Childrens/Youth                | 08. Natural History/ Anthro. | 13. Specialized _____  |
|                                    | 09. Nature Center            |                        |

**With what types of materials do you have the most conservation experience?**

1<sup>st</sup> \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ 3<sup>rd</sup> \_\_\_\_ 4<sup>th</sup> \_\_\_\_ 5<sup>th</sup> \_\_\_\_

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|--|---------------------------------|
| 01. Aeronautics, space/planes            | 19. Medals                      |
| 02. Animals, live                        | 20. Military, including weapons |
| 03. Animals, preserved                   | 21. Money                       |
| 04. Anthropologic, ethnographic          | 22. Musical instruments         |
| 05. Archaeological                       | 23. Paintings                   |
| 06. Books                                | 24. Philatelic (stamps)         |
| 07. Ceramics, glass, metals              | 25. Photography, negatives      |
| 08. Documents, manuscripts, maps         | 26. Photography, prints         |
| 09. Motion picture, audiovisual          | 27. Physical Science objects    |
| 10. Furniture/wooden objects             | 28. Plants, live                |
| 11. Geological, mineral, paleontological | 29. Plants, preserved           |
| 12. Historic Buildings                   | 30. Sculpture, indoor           |
| 13. Historic Sites                       | 31. Sculpture, outdoor          |
| 14. Horological (clocks)                 | 32. Textiles and costumes       |
| 15. Landscape features, constructed      | 33. Tools                       |
| 16. Machinery                            | 34. Toys and dolls              |
| 17. Maritime, historic ships             | 35. Transportation              |
| 18. Medical, dental, health              | 36. Works of art on paper       |

**What types of projects are you most qualified to review?**

1<sup>st</sup> \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ 3<sup>rd</sup> \_\_\_\_

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|---------------------------------|--|
| 1A. General conservation survey | 03. Research in conservation   |
| 1B. Detailed condition survey   | 04. Treatment of collections   |
| 1C. Environmental survey        | 05. Provision of optimum environmental<br>conditions for collections |
| 02. Training in conservation    |  |
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◆ **NATIONAL LEADERSHIP GRANTS FOR MUSEUMS (includes four categories)**

**1) MUSEUMS ONLINE**

Museums Online addresses the technological needs and issues of museums. This is the first federal program designed to specifically make technology resources available to all types of museums. Support is given for model projects that address the challenges of digitization of museum collections and/or demonstrate the educational impact of connecting museums and their communities through technology. With this support museums will share the ideas and information in thousands of museum collections with classrooms, community centers, and homes across America.

Reviewers for this program must have experience with the digitization of museum collections for educational purposes or utilization of technology in communicating information within a museum environment.

**Describe your involvement with the development of or use of digitized technology to educate the public about your museum's collections.**

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**2) MUSEUMS IN THE COMMUNITY:**

Museums in the Community supports museum/community partnerships that enhance the quality of community life. The current priority under this category is programs that address the need for high quality after-school programs for children, using museum resources to create enriched and safe learning environments for school-aged students.

Reviewers for this funding category should have experience with museum, school and/or community organizations (i.e., civic organizations, religious groups, and specialized interest clubs like girls/boys clubs) and involvement in after-school programs development or activities that involve museum-school-community partnerships.

**Describe your involvement with museum-school-community partnerships or activities that address the development and/or implementation of after-school programs.**

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### **3) PROFESSIONAL PRACTICES**

Professional Practices support programs that address such core museum professional issues as strategic planning, professional training, and leadership developments. The current priority will be developing programs and materials for small museums, the largest segment of museums in the country.

Reviewers for this funding category must have experience with museum professional issues such as strategic planning, professional training and leadership development. Professionals working in museums or for professional museum organizations are eligible to serve as reviewers in this category.

**Describe your experience with strategic planning, professional training or leadership development issues.**

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### **4) MODEL PROGRAMS OF LIBRARY AND MUSEUM COOPERATION:**

Model Programs of Library and Museum Cooperation support innovative projects that model how museums and libraries can work together to expand their service to the public – with emphasis on how the community is served, technology is used or education is enhanced.

Reviewers for this funding category should have an interest in museum-library partnerships and their service to the community, in particular, the use of technology, and educational enhancement.

**Describe any involvement with museum-library partnerships or activities that address the use of technology or enhancement of educational services within your community.**

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Please return the completed form, **including a copy of your most recent resume** to:

**Institute of Museum and Library Services  
Museum Reviewers  
1100 Pennsylvania Avenue, NW  
Room 609  
Washington, DC 20506**

*If you have any questions, please call the IMLS Office of Museum Services at (202) 606-8540. (TTY for hearing impaired: (202) 606-8536). Or email us at [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov)*